

DEPARTMENT OF HEALTH AND HUMAN SERVICES

09-17-0003

IHS Medical Staff Credentials and Privileges Records

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System name: Indian Health Service Medical Staff Credentials and Privileges Records, HHS/IHS/OHP.

Security classification: None.

System location: Each Indian Health Service (IHS) Area Office and each IHS Service Unit (Appendix 1). Records may also be located at hospitals and offices of health care providers who are under contract to IHS. A current list of contractor sites is available by writing to the appropriate System Manager (Area or Service Unit Director) at the address shown in Appendix I.

Categories of individuals covered by the system:

Prospective, current and former Indian Health Service (IHS) medical staff members. The term IHS medical staff includes fully licensed individuals permitted by law to provide patient care services independently and without concurrent professional direction or supervision, within the scope of his /her license and in accordance with individually granted clinical privileges. The IHS medical staff includes physicians (M.D. and D.O.) and dentists and may include other health care practitioners such as psychologists, optometrists, podiatrists, audiologists, and, in some states, certified nurse midwives.

Types of assignment categories of current and former IHS medical staff members include the following:

Provisional--Those new members of the medical staff who are serving a required initial probationary period, as specified in the local medical staff bylaws. During this time, their qualifications for membership on the active or courtesy IHS medical staff are assessed.

Active--Those members who are either IHS employees or employees of Pub. L. 93-638 Tribal Contractors who spend at least 50 percent of their professional time within the IHS facility and/or

IHS Service Unit. They have served their probationary period and have been found to be fully qualified for membership on the IHS medical staff.

Temporary--Those members who provide services on a short-term basis.

Courtesy or Associate--Those members who generally provide services on a periodic or episodic basis (e.g., consultants for specialty clinics) and are usually not IHS employees.

Categories of records in the system: Contains name, Social Security Number, IHS medical staff membership and privileges applications and associated forms, employment data, liability insurance coverage, credentialing history of licensed health professionals, personal, educational, and demographic background information, professional performance information consisting of continuing education, performance awards, and adverse or disciplinary actions, and evaluations and approvals completed by IHS medical staff reviewers.

Authority for maintenance of the system:

Indian Self Determination and Education and Assistance Act (25 U.S.C. 450), Snyder Act (25 U.S.C. 13), Indian Health Care Improvement Act (25 U.S.C. 1601 et seq.), Indian Health Service Transfer Act (42 U.S.C. 2001-2004).

Purpose(s): The purposes of this system are:

1. To ensure that IHS medical staff members are qualified, competent and capable of delivering quality health services consistent with those of the medical community at large and that they are granted privileges commensurate with their training and competence and with the ability of the facility to provide adequate support equipment, services, and staff.
2. To inform health care practitioner(s) and staff of health care facilities, state or county health professional societies or licensing boards to whom the subject individual may apply for clinical privileges, membership or licensure, of the subject individual's professional competence, character and ethical qualifications. This may include information regarding drug or alcohol abuse or dependency. Within the Department such releases may be made to personnel staffs of DHHS Regional Offices.
3. To provide adverse health care practice information to the data bank established under Title IV of Pub. L. 99-660, the Health Care Quality Improvement Act of 1986. The purpose of such a release is to provide information concerning a current or former IHS medical staff member whose professional health care activity failed to conform to generally accepted standards of professional medical practice.
4. To provide health care practice information concerning current or former members of the IHS medical staff with Commissioned Corps status to the Division of Commissioned Personnel, U.S. Public Health Service, so that an informed decision may be made concerning the promotion, retention, or reassignment of the subject individual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

1. Records may be disclosed to organizations authorized to conduct evaluation studies concerning the delivery of health care services by the Indian Health Service (e.g., Joint Commission on the Accreditation of Healthcare Organizations).
2. IHS may disclose records consisting of name, Social Security Number, employment history and any professional qualification information concerning medical staff membership and

privileges, professional competence, clinical judgment and personal character to a State or local government health professional licensing board, to the Federation of State Medical Boards, to the data bank established under Title IV of Pub. L. 99-660 and/or to a similar entity which has the authority to maintain records concerning the issuance, retention or revocation of licenses or registrations necessary to practice a health professional occupation or specialty. The purpose of this disclosure is to inform medical profession licensing boards and appropriate entities about the health care practices of a current, terminated, resigned, or retired IHS medical staff member whose professional health care activity so significantly failed to conform to generally accepted standards of professional medical practice as to raise reasonable concern for the health and safety of members of the general public. This will be done within the guidelines for notice, hearing, and review as delineated in the medical staff bylaws for the IHS facility and/or within other HHS or IHS regulations or policies.

3. IHS may disclose biographic data and information supplied by potential applicants to (a) references listed on the IHS medical staff and/or privileges application and associated forms for the purpose of evaluating the applicant's professional qualifications, experience, and suitability, and (b) a State or local government health profession licensing board, to a health-related professional organization, to the Federation of State Medical Boards, and to the data bank established under Title IV of Pub. L. 99-660 or a similar entity for the purpose of verifying that all claimed background and employment data are valid and all claimed credentials are current and in good standing.

4. Records may be disclosed to other Federal agencies (including the Office of Personnel Management for subject individuals applying for or maintaining Civil Service appointments), to State and local governmental agencies, and to organizations in the private sector to which the subject individual applies for clinical privileges, membership or licensure for the purpose of documenting the qualifications and competency of the subject individual to provide health services in his/her health profession based on the individual's professional performance while employed by the IHS.

5. The Department may disclose information from this system of records to the Department of Justice, or to a court or other tribunal, when (a) HHS, or any component thereof, or (b) any HHS employee in his or her official capacity; or (c) any HHS employee in his or her individual capacity where the Department of Justice (or HHS, where it is authorized to do so) has agreed to represent the employee; or (d) the United States or any agency thereof where HHS determines that the litigation is likely to affect HHS or any of its components, is a party to litigation or has an interest in such litigation, and HHS determines that the use of such records by the Department of Justice, the court or other tribunal is relevant and necessary to the litigation and would help in the effective representation of the governmental party, provided, however, that in each case, HHS determines that such disclosure is compatible with the purpose for which the records were collected.

6. Records may be disclosed to a congressional office from the record of an individual in response to a verified inquiry from the congressional office made at the written request of that individual.

7. In the event that a system of records maintained by the IHS to carry out its functions indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred to the appropriate agency, whether Federal, State, or local, charged with enforcing or implementing the statute or rule, regulation or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders.

Retrievability: Indexed and retrieved by name, Social Security Number, and any other identifying numbers necessary to establish the identity of an individual whose record is maintained in the system of records.

Safeguards:

1. **Authorized Users:** Access is limited to authorized personnel for use in the performance of their official duties. Authorized personnel include: Physician Recruitment and other Health Professions Branch Staff and Area Governing Board Members at IHS Area Offices, and Service Unit Directors, Clinical Directors and members of the Credentials and Privilege Committee of each IHS Service Unit. At each location where records in this system will be maintained, a list of personnel or categories of personnel having an official need-to-know has been developed and is maintained.

2. **Physical Safeguards:** Records are kept in locked metal filing cabinets or in locked desk drawers in secured rooms at all times when not actually in use during working hours and at all times during non-working hours. Record storage areas, including file cabinets and desks, are not left unattended or unlocked during office hours, including lunch hours.

3. **Procedural Safeguards:** Persons who have an official need-to-know are entrusted with records from this system of records and are instructed to safeguard the confidentiality of these records and to destroy all copies or to return such records when the need to know has expired. Instructions include the statutory penalties for noncompliance. Proper charge-out procedures are followed for the removal of records from the area in which they are maintained. Before an employee who will control disclosure of records can work with the records (i.e., employees who report to the system manager) the system manager or designee ensures that the employee has received training in the safeguards applicable to the records and is aware of the actions to take to restrict disclosure. When copying records for authorized purposes, care is taken to ensure that any imperfect pages are not left in the reproduction room where they can be read but are destroyed or obliterated.

4. Implementation Guidelines:

DHHS Chapter 45-13 and supplementary Chapter PHS.hf:45-13 of the General Administration Manual.

Retention and disposal: Records are maintained by IHS for at least five years after the individual's termination of employment or association with IHS. Records of unsuccessful applicants for medical staff membership will be retained for three years after his/her rejection. After these periods of retention expire, records are destroyed by shredding or burning.

System manager(s) and address:

See [Appendix 1](#).

Policy Coordinating Official: Director,
Patient Care Professional Affairs and Support IHS,
5600 Fishers Lane, Room 6A-55,
Rockville, Maryland 20857.

The IHS Clinical Directors at all IHS Service Units listed in Appendix 1 are System Managers. IHS medical staff credentials and privileges files are stored at these locations. Other addresses listed in Appendix 1 are locations at which all or parts of these records may also be stored (Physician Recruiter at IHS Area Offices). Post Office Box designations appearing in Appendix 1 should be specified when making requests by mail.

Notification procedure:

Requests must be made to the appropriate System Manager (Clinical Director for the appropriate Service Unit) listed in Appendix 1.

Requests by mail: Requests for information and/or access to records received by mail must contain information providing the identity of the writer and a reasonable description of the record desired. Written requests must contain, at a minimum, the name, signature, Social Security Number, and address of the requester, and for unsuccessful applicants the date when the application was submitted, and for current or former IHS health care providers the dates and locations of service. We may request additional identification when we hold records for different persons with the same name or where an apparent discrepancy exists between information contained in the record and that provided by the individual requesting access to the record.

Other names used: Where an individual is seeking to obtain information about himself/herself which may be retrieved by a different name than his/her current name, he/she shall be required to produce evidence to verify that he/she is the person whose record he/she seeks.

Requests in person: A subject individual who appears in person at a specific location (where he or she currently works or formerly worked) seeking access or disclosure of records contained in this system of records relating to him/her shall provide the information described in ARequests by mail@ (above) and at least one piece of tangible identification such as a driver's license or passport.

Requests by telephone: Since positive identification of the caller cannot be established, telephone requests are not honored.

Record access procedures:

Same as Notification Procedure: Requesters should also provide a reasonable description of the record being sought. Requesters may also request an accounting of disclosures that have been made of their records, if any.

Contesting record procedures: Write to the appropriate Service Unit Clinical Director at the address specified in Appendix 1 and reasonably identify the record, specify the information being contested, and state the corrective action sought, and the reasons for requesting the correction, along with supporting information to show how the record is inaccurate, incomplete, untimely, or irrelevant.

Record source categories: Subject individual, IHS health care personnel, references supplied by the subject individual, professional societies or associations, specialty boards, colleges and universities attended by the subject individual, former employers, health facilities or health providers with which the subject individual was associated, liability insurance carriers, organizations providing cardiopulmonary resuscitation (CPR) training to the subject individual, State and local health and health care licensing or certifying organizations, and organizations which serve as repositories of information on health care professionals.

Systems exempted from certain provisions of the act: None.

Appendix 1:

System Managers and IHS Locations Under Their Jurisdiction Where Records are Maintained.

Director, Aberdeen Area Indian Health Service, Federal Building, 115 Fourth Avenue, SE.
Aberdeen, South Dakota 57401

Clinical Director, Cheyenne River Service Unit, Eagle Butte Indian Hospital, Eagle Butte, South Dakota 57625

Clinical Director, Crow Creek Service Unit, Ft. Thompson Indian Health Center, Ft. Thompson, South Dakota 57339.

Clinical Director, Fort Berthold Service Unit, Minni-Tohe Indian Health Center, New Town, North Dakota 58763

Clinical Director, Fort Totten Service Unit, Fort Totten Indian Health Center, Fort Totten, North Dakota 58335

Clinical Director, Omaha-Winnebago Service Unit, Winnebago Indian Hospital, Winnebago, Nebraska 68071

Clinical Director, Pine Ridge Service Unit, Pine Ridge Indian Hospital, Pine Ridge, South Dakota 57770

Clinical Director, Rapid City Service Unit, Rapid City Indian Hospital, Rapid City, South Dakota 57702

Clinical Director, Rosebud Service Unit, Rosebud Indian Hospital, Rosebud, South Dakota 57570

Clinical Director, Sisseton-Wahpeton Service Unit, Sisseton Indian Hospital, Sisseton, South Dakota 57262

Clinical Director, Standing Rock Service Unit, Fort Yates Indian Hospital, Fort Yates, North Dakota 58538

Clinical Director, Turtle Mountain Service Unit, Belcourt Indian Hospital, Belcourt, North Dakota 58316

Clinical Director, Yankton-Wagner Service Unit, Wagner Indian Hospital, Wagner, South Dakota 57380

Director, Alaska Native Health Service, 250 Gambell Street, Third and Gambell Street,
Anchorage, Alaska 99501

Clinical Director, Anchorage Service Unit, PHS, Alaska Native Medical Center, PO Box 107741,
Anchorage, Alaska 99510

Clinical Director Annette Island Service Unit, Metlakatla Alaska Native Health Center, Box 428,
Metlakatla, Alaska 99926

Clinical Director, Barrow Service Unit, Barrow Alaska Native Hospital, Barrow, Alaska 99723

Clinical Director, Kotzebue Service Unit, Kotzebue Alaska Native Hospital, Kotzebue, Alaska 99752

Clinical Director, Yukon-Kuskokwim-Delta Service Unit, Yukon-Kuskokwim-Delta Regional Hospital, Indian Health Service, Bethel, Alaska 99559

Director, Albuquerque Area Indian Health Service, 505 Marquette NW, Suite 1502, Albuquerque, New Mexico 87102-2163.

Clinical Director, Acoma-Canoncito-Laguna Service Unit, Acoma-Canoncito-Laguna Indian Hospital, PO Box 130, San Fidel, New Mexico 87049

Clinical Director, Albuquerque Service Unit, Albuquerque Indian Hospital, 2801 Vassar Drive NE, Albuquerque, New Mexico 87106

Clinical Director, Mescalero Service Unit, Mescalero Indian Hospital, PO Box 210, Mescalero, New Mexico 88340

Clinical Director, New Sunrise Regional Treatment Center, PO Box 219, San Fidel, New Mexico 87049.

Clinical Director, Santa Fe Service Unit, Santa Fe Indian Hospital, 1700 Cerrillos Road, Santa Fe, New Mexico 87501.

Clinical Director, Southern Colorado-Ute Service Unit, PO Box 778, Ignacio, Colorado 81137

Clinical Director, Zuni-Ramah Service Unit, Zuni Indian Hospital, Zuni, New Mexico 87327

Director, Bemidji Area Office, Indian Health Service, 203 Federal Building, Bemidji, Minnesota 56601

Clinical Director, Cass Lake Service Unit, Cass Lake Indian Hospital, Cass Lake, Minnesota 56633

Clinical Director, Eastern Michigan Service Unit, Kincheloe Indian Health Center, Kincheloe, Minnesota 49788

Clinical Director, Red Lake Service Unit, Red Lake Indian Hospital, Red Lake, Minnesota 56671

Clinical Director, White Earth Service Unit, White Earth Indian Health Center, White Earth, Minnesota 56591

Director, Billings Area Indian Health Service, PO Box 2143, 711 Central Avenue, Billings, Montana 59103

Clinical Director, Blackfeet Service Unit, Browning Indian Hospital, Browning, Montana 59417

Clinical Director, Crow Service Unit, Crow Indian Hospital, Crow Agency, Montana 59022

Clinical Director, Flathead Service Unit, St. Ignatius Indian Health Center, St. Ignatius, Montana 59865

Clinical Director, Fort Belknap Service Unit, Harlem Indian Hospital, Harlem, Montana 59526

Clinical Director, Fort Peck Service Unit, Poplar Indian Health Center, Poplar, Montana 59255

Clinical Director, Northern Cheyenne Service Unit, Lama Deer Indian Health Center, Lama Deer, Montana 59043

Clinical Director, Rocky Boy's Service Unit, Box Elder Indian Health Center, Box Elder, Montana 59521

Clinical Director, Wind River Service Unit, Fort Washakie Indian Health Center, Fort Washakie, Wyoming 82514

Director, California Area Office, Indian Health Service, 1825 Bell Street, Suite 200, Sacramento, California 95825-1097.

Director, Nashville Area Indian Health Service, 3310 Perimeter Hill Drive, Nashville, Tennessee 37211-4139.

Clinical Director, Cherokee Service Unit, Cherokee Indian Hospital, Cherokee, North Carolina 28719

Director, Navajo Area Indian Health Service, PO Box G, Window Rock, Arizona 86515-0190

Clinical Director, Chinle Service Unit, Chinle Indian Hospital, PO Drawer P.H., Chinle, Arizona 86503

Clinical Director, Crownpoint Service Unit, Crownpoint Indian Hospital, PO Box 358, Crownpoint, New Mexico 87313

Clinical Director, Fort Defiance Service Unit, Fort Defiance Indian Hospital, PO Box 649, Fort Defiance, Arizona 86504

Clinical Director, Gallup Service Unit, Gallup Indian Medical Center, PO Box 1337, Gallup, New Mexico 87301

Clinical Director, Kayenta Service Unit, Kayenta Indian Health Center, PO Box 368, Kayenta, Arizona 86033

Clinical Director, Shiprock Service Unit, Shiprock Indian Hospital, PO Box 160, Shiprock, New Mexico 87420

Clinical Director, Tuba City Service Unit, Tuba City Indian Hospital, PO Box H, Tuba City, Arizona 86045

Clinical Director, Winslow Service Unit, Winslow Indian Health Center, PO Drawer 40, Winslow, Arizona 86047

Director, Oklahoma City Area Indian Health Service, Five Corporation Plaza, 3625 NW., 56th Street, Oklahoma City, Oklahoma 73112.

Clinical Director, Ada Service Unit, Carl Albert Indian Hospital, 1001 North Country Club Drive, Ada, Oklahoma 74820

Clinical Director, Claremore Service Unit, Claremore Comprehensive Indian Health Facility, Claremore, Oklahoma 74017

Clinical Director, Clinton Service Unit, Clinton Indian Hospital, Route 4, Box 213, Clinton, Oklahoma 73601

Clinical Director, Kansas Service Unit, Holton Indian Health Center, 100 West 16th Street, Holton, Kansas 66436

Clinical Director, Lawton Service Unit, Lawton Indian Hospital, Lawton, Oklahoma 73501

Clinical Director, Pawnee Service Unit, Pawnee Indian Health Center, Rural RR2, Box 1, Pawnee, Oklahoma 74058

Clinical Director, Shawnee Service Unit, Shawnee Indian Health Center, 2001 South Gordon Cooper Drive, Shawnee, Oklahoma 74801

Clinical Director, Tahlequah Service Unit, W.W. Hastings Indian Hospital, 100 S. Bliss, Tahlequah, Oklahoma 74464

Director, Phoenix Area Indian Health Service, 3738 N. 16th Street, Suite A, Phoenix, Arizona 85016-5981

Clinical Director, Colorado River Service Unit, Parker Indian Hospital, Route 1, PO Box 12, Parker, Arizona 85344

Clinical Director, Fort Yuma Service Unit, Fort Yuma Indian Hospital, PO Box 1368, Fort Yuma, Arizona 85364

Clinical Director, Keams Canyon Service Unit, Keams Canyon Indian Hospital, PO Box 98, Keams Canyon, Arizona 86034

Clinical Director, Owyhee Service Unit, Owyhee Indian Hospital, PO Box 212, Owyhee, Nevada 89832

Clinical Director, Phoenix Service Unit, Phoenix Indian Medical Center, 4212 North 16th St., Phoenix, Arizona 85016

Clinical Director, Sacaton Service Unit, Sacaton Indian Hospital, PO Box 38, Sacaton, Arizona 85247

Clinical Director, San Carlos Service Unit, San Carlos Indian Hospital, PO Box 208, San Carlos, Arizona 85550

Clinical Director, Schurz Service Unit, Schurz Indian Hospital, Drawer AA@, Schurz, Nevada 89427

Clinical Director, Uintah and Ouray Service Unit, Fort Duchesne Indian Health Center, PO Box 160, Roosevelt, Utah 84066

Clinical Director, Whiteriver Service Unit, Whiteriver Indian Hospital, PO Box 860, Whiteriver, Arizona 85941

Director, Portland Area Indian Health Service, Room 476, Federal Building, 1220 Southwest Third Avenue, Portland, Oregon 97204-2892

Clinical Director, Coleville Service Unit, Coleville Indian Health Center, Nespelem, Washington 99155

Clinical Director, Fort Hall Service Unit, Fort Hall Indian Health Center, PO Box 317, Fort Hall, Idaho 83203

Clinical Director, Neah Bay Service Unit, Neah Bay Indian Health Center, PO Box 418, Neah Bay, Washington 98357

Clinical Director, Northern Idaho Service Unit, Northern Idaho Indian Health Center, PO Drawer 367, Lapawai, Idaho 83540

Clinical Director, Northwest Washington Service Unit, Lummi Indian Health Center, 2592 Kwina Road, Bellingham, Washington 98225

Clinical Director, Puget Sound Service Unit, Puget Sound Indian Health Station, 1212 South Judkins, Seattle, Washington 98144

Clinical Director, Taholah Service Unit, Taholah Indian Health Center, PO Box 219, Taholah, Washington 98587

Clinical Director, Warm Springs Service Unit, Wellpinit Indian Health Center, PO Box 357, Wellpinit, Oregon 99040

Clinical Director, Wellpinit Service Unit, David C. Wynecoop Memorial Clinic, PO Box 357, Wellpinit, Washington 99040

Clinical Director, Yakima Service Unit, Yakima Indian Health Center, 401 Buster Road, Toppenish, Washington 98948

Clinical Director, Yellowhawk Service Unit, Yellowhawk Indian Health Center, PO Box 160, Pendleton, Oregon 97801

Director, Office of Health Program Research & Development, Indian Health Service, 7900 S. J. Stock Road, Tucson, Arizona 85746-9352

Clinical Director, Sells Service Unit, Sells Indian Hospital, PO Box 548, Sells, Arizona 85634